

**POSITION:** Program Specialist, GS-301-9**NUMBER OF VACANCIES:** 1 Full-time position**TYPE OF APPOINTMENT:** Temporary, not to exceed 3 years, may be extended or terminated sooner depending on workload, staffing and/or funding.**SALARY RANGE:** \$40,126 to \$52,164 per annum.**POSITION DESCRIPTION:** 1695A**NOTE 1:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 2:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 3:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 4:** This is a Non-Bargaining Unit position.**LOCATION:** This position is located in the Research Service, Portland OR Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**TOUR OF DUTY:** This position is dayshift, M-F. The work conditions may require a change of duty.**AREA OF CONSIDERATION:** Any US citizenDisplaced/Surplus Federal Employees: Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP eligibility with their application.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The primary purpose of this position is to evaluate the Human Subjects Protection Program at this medical center and prepare for the upcoming National Committee on Quality Assurance (NCQA) audit. Develops programs to insure that quality provisions are planned, developed and implemented to identify, prevent and correct unsatisfactory conditions and elements which influence the regulatory correctness and responsiveness of transactions and services. Develops training materials, presentations, and information packages for the agency's quality management program. Develops reporting procedures, sampling techniques, and measurements at various points in the transaction process or business cycle to identify problem areas or inherent weaknesses in work processes, procedures, information systems and content. Investigates and analyzes adverse quality trends or conditions and initiates corrective action. Designs studies, training programs and organizational strategies for identifying opportunities to improve customer service and process quality.**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-301 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.**Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.**Substitution of Education for Experience:** Successful completion of a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related. Such education must have been obtained in an accredited business, secretarial, or technical school, or university and is fully qualifying at the **GS-9** level and may be substituted in full for the required specialized experience.**Rating Factors:** *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* **1.** Describe your knowledge and experience in the function of an Institutional Review Board to protect human subjects enrolled in a research protocol. **2.** Ability and experience in tracking the status of research protocols for approved requirements and ongoing research protocols. **3.** Ability and experience to assure that research protocols follow institutional, state, and federal guidelines. **4.** Ability and experience in facilitating communication, both written and oral, between the institutional review board and the scientific staff conducting the research protocol.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- a. OF-306, "Declaration for Federal Employment. **(REQUIRED)**
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- d. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- f. Appropriate proof of ITCAP eligibility. (if applicable)

**HOW TO OBTAIN FORMS:****Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)****In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)  
Portland, OR 97239. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.